

THE TULALIP TRIBES
Construction Department
Job Description

JOB TITLE: Warranty Worker

JOB NUMBER: TTT-125-10

NOTE: Sections in box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference to hiring shall apply to the Tulalip Tribal job opportunities.

EDUCATION: (attach all required education documents with application; i.e., diploma, degrees, certificates, etc.)

☐ High School Diploma or GED (**Attach Copy**) *If applicant does not meet this education requirement, the employer will allow 6 months from date of hire to obtain the Requirement as a condition of employment.

SKILLS:

- ☐ Must have written and oral communication skills
- ☐ be able to work effectively with homeowners, contractors and vendors
- ☐ Must have knowledge of both residential repairs and/or replacement techniques.
- ☐ Must be able to work as a team member and contribute in a positive manner with TTHAP department staff and Tribal Community
- ☐ Additional construction experience is preferred

EXPERIENCE:

- ☐ Must have two (2) years of construction experience in one or more of the building trade's position
- ☐ Must have two (2) years of residential repair experience

OTHER REQUIREMENTS:

- ☐ Will be responsible for the deliverance of the highest level of customer service.
- ☐ Must attend training and/or continued education courses as assigned by department manager.
- ☐ Must have valid drivers license, driving abstract, and insurance (**Attach Copies**)
- ☐ Must adhere to strict confidentiality of information seen or heard.
- ☐ Must have the tolerance and patience to deal with upset, angry, and/or frustrated people.
- ☐ Must be able to work evenings, weekends, holidays, and/or flexible hours as needed or requested.
- ☐ Must have a successful employment history with The Tulalip Tribes and/or other employment entities.

Physical Characteristics and/or Prerequisites:

- ☐ Manual and finger dexterity to perform routine maintenance duties.
- ☐ Stamina and/or ability to stand and/or walk for prolong periods of time.
- ☐ Ability to perform tasks that require bending, kneeling, and/or stooping.
- ☐ Strength and mobility to lift objects weighting up to 50 lbs. on a frequent basis.

Tribal Department: Construction

Employee Classification: Non-Exempt

Job Summary: Responsible for determining residential repairs, scheduling subcontractors work on program single family homes and is the programs representative in working with new home owners on completion of program warranty work.

Employee Reports To: Construction Manager or Designee

Specific Duties Performed:

1. Communicate in oral and written form with community members, program participants, program staff and construction vendors and contractors.
2. Inspect homes to determine the repairs or replacement of work covered by program warranty.
3. Maintain a tool inventory of all tools and equipment used by warranty staff performing work.
4. Contact homebuyers to schedule inspections and warranty work.
5. Work with program home loan specialist on warranty complaints and requests.
6. Review building plans for consistency with work performed.
7. Coordinate with Tulalip Utilities Authority, Cable Vision, TDS and other service providers for all necessary work in connection with required warranty work.

8. Attend TTHAP construction meetings.
9. Monitor construction by subcontractors/vendors and make recommendations for any contract change orders as necessary during the course of the work being performed.
10. Coordinates building inspections with tribal building inspectors when required.
11. Monitor construction schedules to ensure work is completed on time.
12. Monitor contractors for compliance with erosion control, storage of construction materials and Safety on project sites.
13. Work with various building material suppliers for the purchase, delivery and inventory of materials necessary for all warranty work.
14. Works as a member of the construction/ planning team and performs other related activities as directed.
15. Monitors the use of Tribal equipment and tools.
16. Performs other duties as deemed necessary

Term of Employment: This is a regular full-time position requiring 40 hours per week or 2080 hours per year.

Pay Range: \$17.03 - \$19.70 per hour

Opening Date: October 1, 2010

Closing Date: October 15, 2010 at 4:00 p.m.

Please return your completed application with required attachments, by the closing date and time, to the Tulalip Tribes Employment Office, located at 6406 Marine Drive Tulalip, WA 98271. Tulalip Employment hours Monday-Friday, 8:00 a.m. to 4:30 p.m. Main telephone number (360) 716-4747 or toll free 1 (800) 869-8287.